



OER Growers Blog
<http://blog.agroknow.gr/>

How to Post on the Blog

v1.0

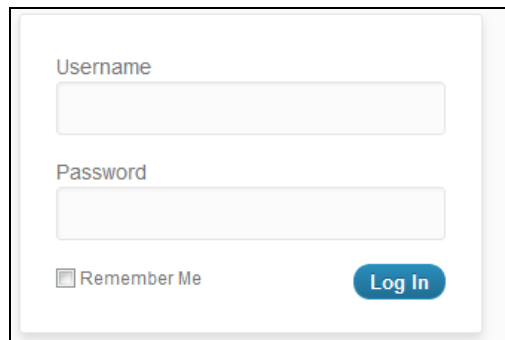
Steps for creating a new post on the OER Growers blog

1. Go to <http://blog.agroknow.gr/>
2. Log in using your username and password
3. View the Dashboard on your screen
4. Add a Title and Text
5. Insert media and/or upload images in your post
6. Categorize your post
7. Add Tags to your post
8. Save and Preview
9. Publish your post

Creating a new post on the OER Growers blog

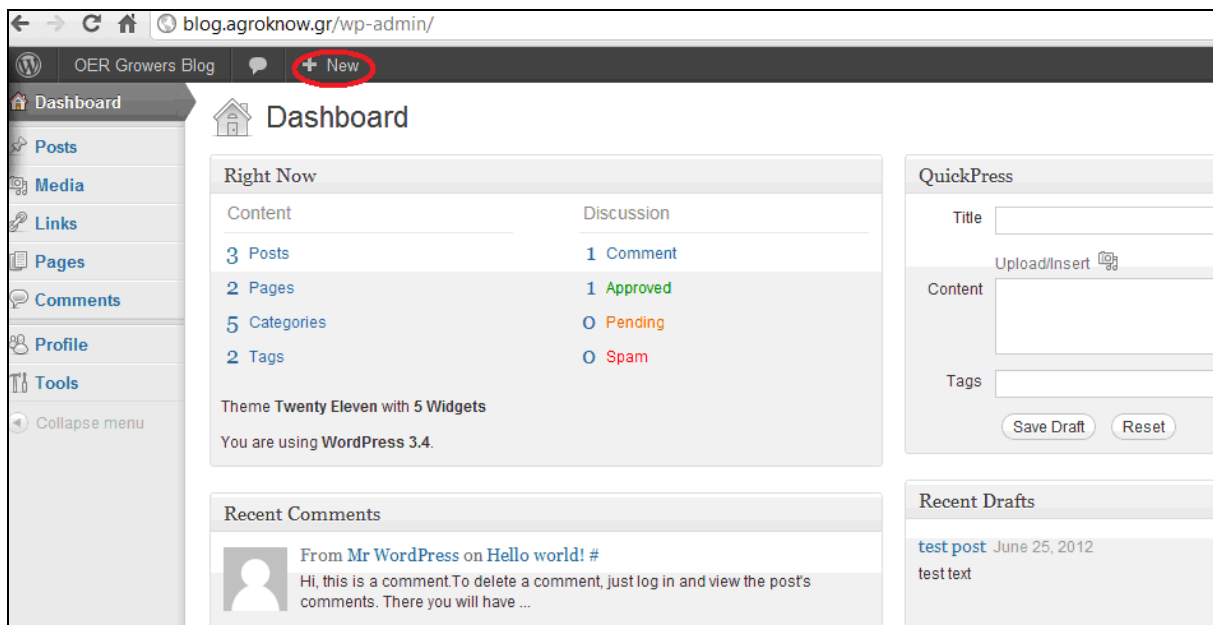
1. Go to <http://blog.agroknow.gr/>

2. Log in using your username and password ▪ [Log in](#)

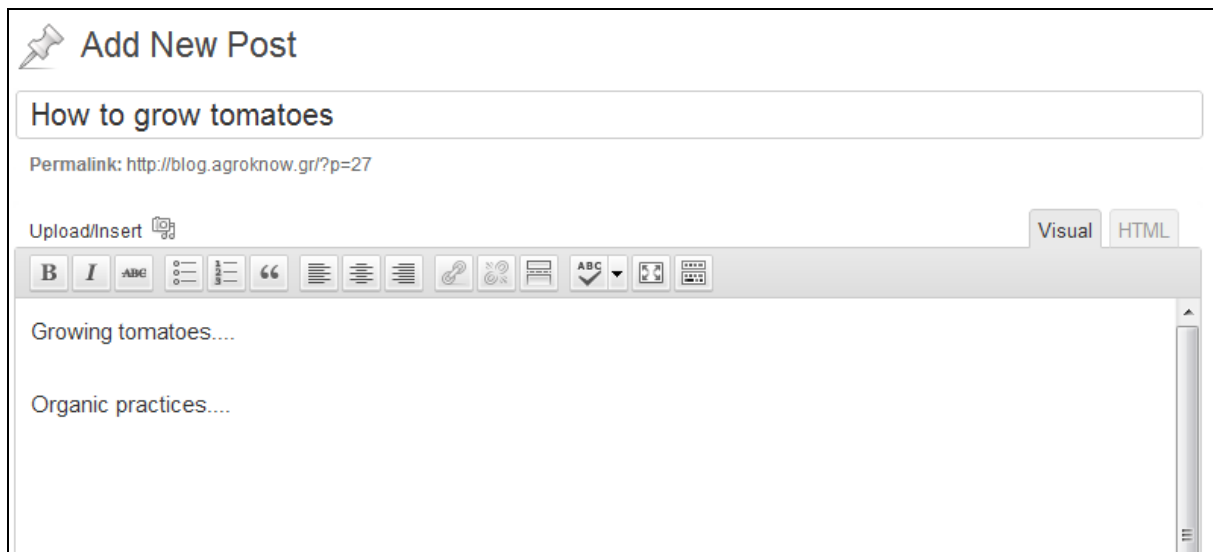
A screenshot of the WordPress login form. It features two input fields: 'Username' and 'Password'. Below the password field is a checkbox labeled 'Remember Me'. To the right of the checkbox is a blue 'Log In' button.

3. You should be able to see the Dashboard on your screen.

In order to create a new post, click on New.




4. Add a Title and the text of your post in the corresponding areas.


















Add New Post

How to grow tomatoes

Permalink: <http://blog.agroknow.gr/?p=27>

Upload/Insert 

Visual HTML

B I ABC               

Growing tomatoes....

Organic practices....

5. Insert media and/or upload images in your post.

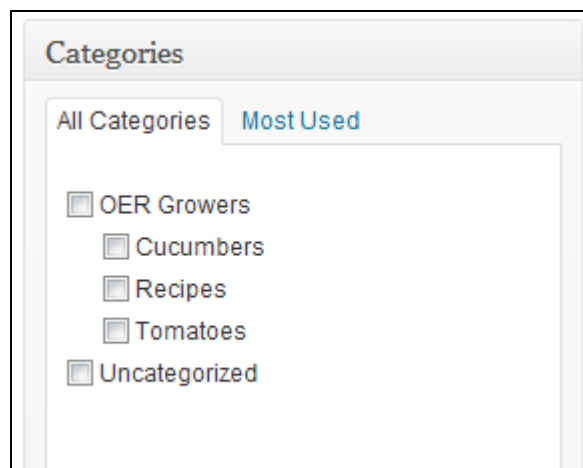
Use CTRL + Click on the following links to find guidelines on:

[How to edit text](#)

[How to upload media](#)

6. Categorize your post by selecting one or more of the categories displayed on the right hand side menu

Using Categories for your post is useful as it helps organising the information on the blog, making it easier for readers to find what they are looking for.



Categories

All Categories Most Used

☐ OER Growers

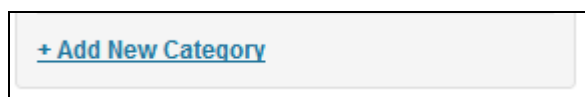
☐ Cucumbers

☐ Recipes

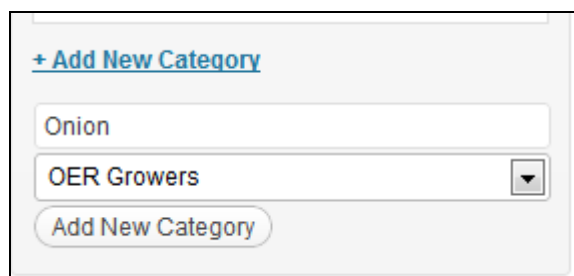
☐ Tomatoes

☐ Uncategorized

If you cannot find a relevant Category in the list, you will need to create a Category yourself. In order to do this, click on:

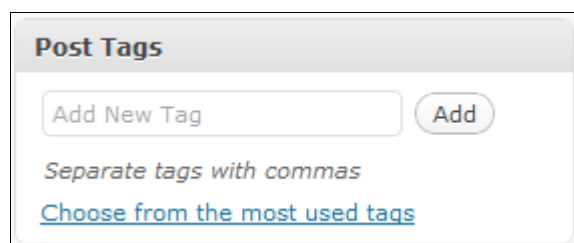


Type the name of the new Category and select *OER Growers* from the drop down menu ,**Parent Category**'.



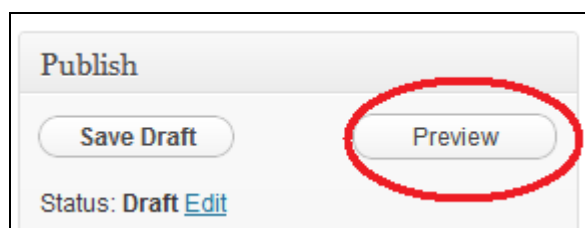
7. Add Tags to your Post

Tags are keywords that describe your post. Adding tags to posts is a useful feature that helps users retrieve information on the blog.



8. Check how your post will look like by clicking on the Preview button

You can select Preview at any time during the editing process.

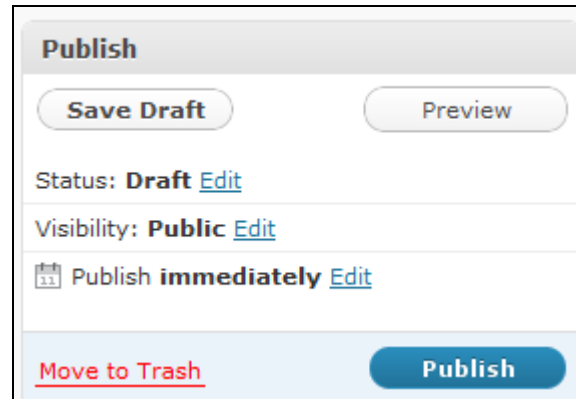


9. Publish your Post

In order to make your post visible on the blog, you need to select **Publish**.

If you are not ready to Publish it, select **Save Draft**, and return later to continue writing.

You can delete it by **Moving it to Trash**.


A screenshot of the WordPress 'Publish' sidebar. It features a grey header with the word 'Publish'. Below the header are two buttons: 'Save Draft' and 'Preview'. The sidebar is divided into three sections: 'Status: Draft' with an 'Edit' link, 'Visibility: Public' with an 'Edit' link, and a calendar icon followed by 'Publish immediately' with an 'Edit' link. At the bottom, there is a red 'Move to Trash' link and a blue 'Publish' button.

Publish

[Save Draft](#) [Preview](#)

Status: **Draft** [Edit](#)

Visibility: **Public** [Edit](#)

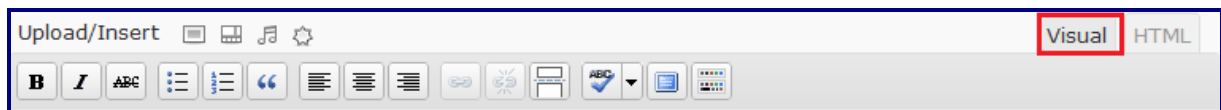
 Publish **immediately** [Edit](#)

[Move to Trash](#) [Publish](#)

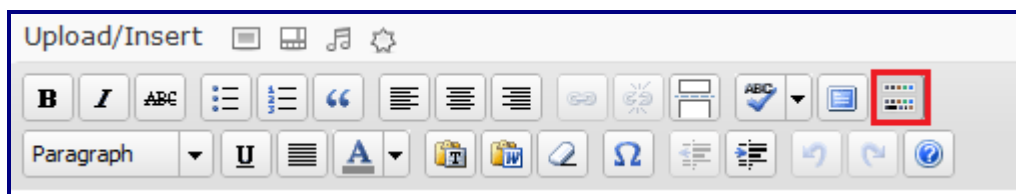
Additional guidelines

How to edit text

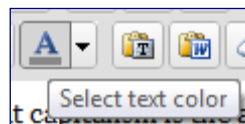
Editing text on the Blog is easy especially if you are familiar with any word processor software. Make sure you are using the **Visual** mode.



By pressing on the last button **Show/Hide Kitchen Sink**, the menu will expand offering more editing options.

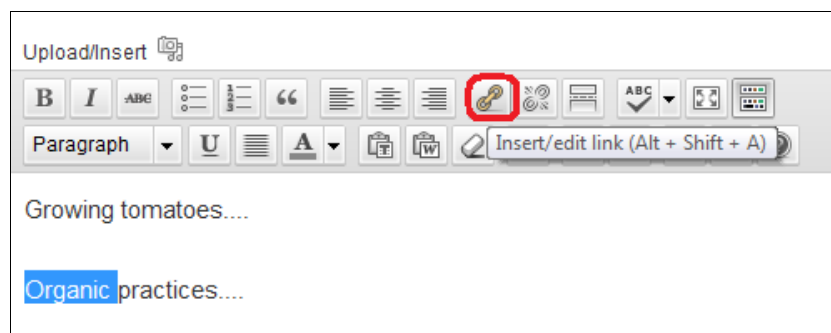


If you are not sure what a button does, you can simply hover over it and a description will appear.



Adding links to your text

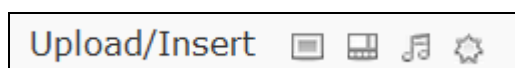
In order to add links to your text, select a word in your text, click on the **Insert/Add** link button and add a URL.



Click on **Preview** to make sure the link is working. If you change your mind about using this link, go back to **Edit**, highlight the word ,organic' and select the **Unlink** option.

How to upload media

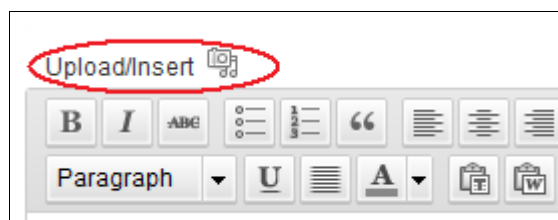
The following menu is used for uploading/inserting images, videos and audio files to posts.



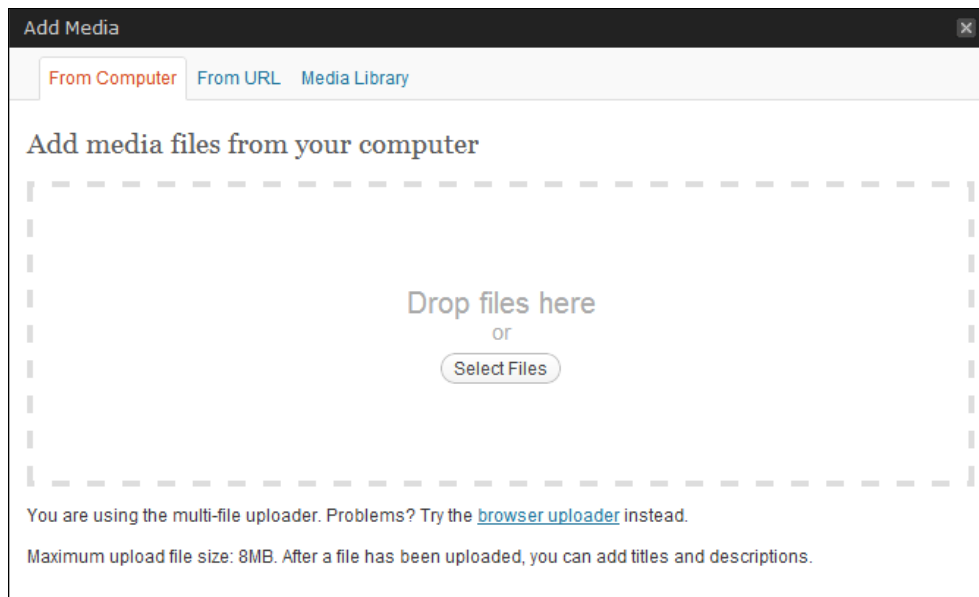
Make sure you only use media that is licensed under Creative Commons, or other licenses that allow their use. For more information about Copyright and licensing go to: <http://wiki.agroknow.gr/politics/index.php/Copyright>

Inserting images

Select **Upload/Insert** media.



Select the image to be uploaded.



After choosing the image to upload, describe it by completing the following fields.

The screenshot shows the 'Add Media' dialog box with an image of a person in a black dress uploaded. The metadata fields are as follows:

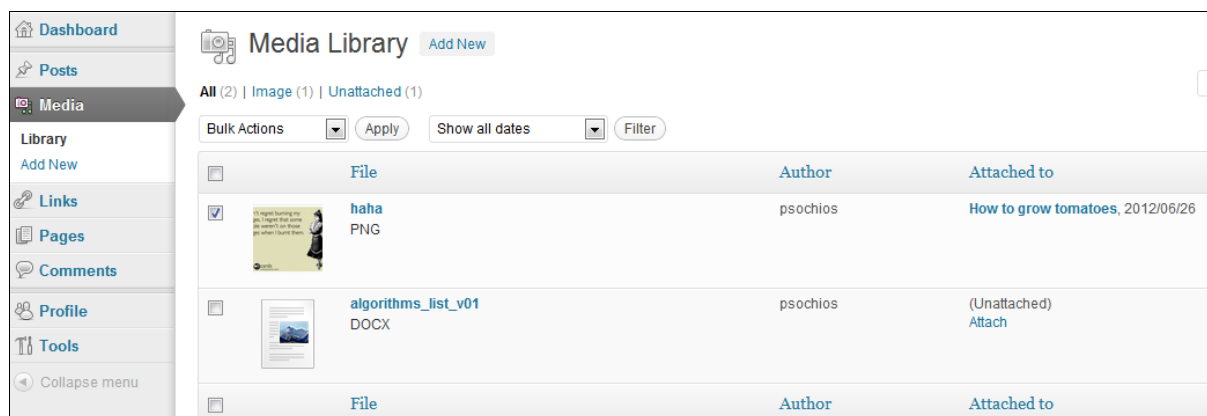
- Title**: <Insert title of the image>
- Alternate Text**: *Alt text for the image, e.g. "The Mona Lisa"*
- Caption**: <Insert Copyright information here>
- Description**: <Insert description of the image> (highlighted with a yellow border)
- Link URL**: <http://blog.agroknow.gr/wp-content/uploads/2012/06/haha.png>
Buttons: None, File URL, Attachment Post URL
Text: Enter a link URL or click above for presets.
- Alignment**: Radio buttons for None (selected), Left, Center, Right.
- Size**: Radio buttons for Thumbnail (150 x 150), Medium (300 x 210) (selected), Large, Full Size (420 x 294).
- Buttons**: 'Insert into Post' (highlighted with a red box), 'Use as featured image', 'Delete'.
- Footer**: 'Save all changes' button.

Press **Insert into Post**  in order to post your image.



In order to check how your image will be displayed, select **Preview**. **Publish** if at this point you want to make your post publicly visible.

In case you upload an image but forget to **Insert** it in your post, press **Upload/Insert** media button again and find your image in the **Gallery**.

All the images you upload are saved in your **Gallery**. The Gallery is also available in the **Media** section from the Dashboard left side menu, where you can **View**, **Delete** or **Edit** all the images you have uploaded.



The screenshot shows the 'Media Library' interface. On the left is a sidebar menu with options: Dashboard, Posts, Media (selected), Library, Add New, Links, Pages, Comments, Profile, Tools, and Collapse menu. The main area is titled 'Media Library' with an 'Add New' button. Below the title, it shows 'All (2) | Image (1) | Unattached (1)'. There are controls for 'Bulk Actions', 'Apply', 'Show all dates', and 'Filter'. A table lists the media items:

	File	Author	Attached to
<input checked="" type="checkbox"/>	 haha PNG	psochios	How to grow tomatoes, 2012/06/26
<input type="checkbox"/>	 algorithms_list_v01 DOCX	psochios	(Unattached) Attach
	File	Author	Attached to

For additional help, contact: mada@agroknow.gr 😊